

**LOUISIANA DEPARTMENT OF
AGRICULTURE AND FORESTRY**

LOSS PREVENTION PROGRAM

CHAPTER THREE

**BONDS, CRIME AND PROPERTY
CONTROL PLAN**

Chapter Three. BONDS, CRIME AND PROPERTY CONTROL PLAN

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Section I. LDAF BONDS, CRIME AND PROPERTY CONTROL POLICY

The successful accomplishment of the mission of our department requires an extraordinary expenditure of financial resources. The LDAF's facilities, buildings and contents, along with an extensive assortment of fixed and mobile equipment and an untold amount of diverse supplies are essential to the delivery of our services to the public. We always should be mindful that the advantages we incur by way of our assets and resources come with the combined responsibilities stewardship and accountability.

The LA Office of Risk Management (LA ORM) requires the LDAF to implement a Bonds, Crime and Property Control Plan (BCPCP), such for the purpose of protecting the state of Louisiana from financial and/or property losses effected by others or that might result from an act or omission by any officer or employee of the LDAF in the performance of their respective duties. Such is accomplished by assigning responsibility for developing and managing fiscal controls within the LDAF, establishing each employee's accountability for the dutiful performance of her/his duties, and reducing the LDAF's losses and exposure to such by safeguarding its assets against theft, robbery, abuse, etc. Our collective success in implementing the BCPCP ensures the public's confidence in our ability to conduct LDAF business in a prudent, honest and professional manner.

Accordingly, the provisions of the BCPCP that are set forth herein, and whenever amended or supplemented, shall have full force and effect hereafter and the officers and employees of the LDAF shall be subject thereto and bound to its plans, procedures, practices, rules and standards. Further, certain provisions excepted whenever so noted, the BCPCP supersedes and replaces the provisions set forth in any and all policies, guidelines and directives which are in conflict therewith or which have been reenacted by this BCPCP, and such provisions are hereby repealed and have no further force or effect.

Inquiries, clarifications, requests for information, and correspondence relating to the provisions of the BCPCP may be made by way of email to Safety Program (as named on the LDAF 'Outlook' email address listing) or to SafetyProgram@LDAF.LA.GOV; fax transmission to (225) 922-1253 – Attention: Safety Program; or U.S.P.S. mail to LDAF Safety Program, P.O. Box 631, Baton Rouge, LA 70821-0631.

Thus done this 21st day of July, 2009, in Baton Rouge, LA

Mike Strain DVM
Commissioner

Section II. ASSIGNMENT OF RESPONSIBILITIES

1. Commissioner

Pursuant to the authorities set forth in law, the Commissioner approves the BCPCP, provides for its implementation and administration, and selects and assigns an officer of the LDAF to act as Agency Administrator.

2. Agency Administrator

The Agency Administrator ensures the organizational effectiveness of the BCPCP. Pursuant thereto, the duties of the Agency Administrator shall include, but not limited to, the following:

Provides for the implementation of the BCPCP and issues directives which relate to the administration of the BCPCP.

Establishes the accountability of each employee for the faithful performance of her/his duties in a manner consistent and compliant with the BCPCP.

Note: For the purposes of the provisions of the BCPCP, the term "employee" or "employees" includes each or all of the officers and staff of the LDAF irrespective if their employment is on a full-time, part-time or contractual basis, and includes any person authorized by the Commissioner to be a volunteer in service to the LDAF.

Generally supervises the management performance of the BCPCP and participates accordingly therein.

3. Assistant Commissioner for Management and Finance (M&F)

The M&F Assistant Commissioner generally provides for the effectiveness of the BCPCP within the LDAF. Pursuant thereto, the duties of the M&F Assistant Commissioner shall include, but not limited to, the following:

Implements and directs the accounting control guidelines and requirements set forth in the Office of Statewide Reporting and Accounting Policy (OSRAP) promulgated by the LA Division of Administration, and routinely reviews and updates the processes and procedures executed in connection therewith.

Requires and directs that all financial transactions and fiscal controls within the LDAF be subject to and carried out in accordance with OSRAP accounting control guidelines and requirements.

Provides for the qualification and training of employees whose tasks, duties and responsibilities are subject to OSRAP accounting control guidelines and requirements.

Issues, or causes to be issued, directives, rules, standards and guidelines which relate to the use and safeguarding of assets and resources owned or controlled by the LDAF.

4. Assistant Commissioners

As such relates to their respective Office and the employees, assets and resources assigned thereto, each Assistant Commissioner ensures the organizational effectiveness of the BCPCP. Pursuant thereto, the duties of the Assistant Commissioners shall include, but not limited to, the following:

Provides for, directs and oversees the use and safeguarding of LDAF owned or controlled assets and resources.

Requires the accountability of each employee for the faithful performance of her/his duties in a manner consistent and compliant with the BCPCP.

Whenever necessary and to the extent which is practicable and reasonable, issues directives and guidelines to supplement LDAF requirements for the use and safeguarding of assets and resources owned or controlled by the LDAF.

Ensures that employees are properly trained in the plans, procedures, practices, rules and standards related to or contemplated by the BCPCP.

5. Safety Director

The Safety Director has principal responsibility for the overall development and implementation of the BCPCP. Pursuant thereto, she/he maintains open communication with the Agency Administrator and the Assistant Commissioners, and assists them in carrying out their respective duties and responsibilities. The duties of the Safety Director shall include, but not limited to, the following:

Develops the BCPCP and, from time-to-time, revisions thereto for review and approval by the Agency Administrator, and drafts directives which relate to the implementation and/or administration of the BCPCP.

Acts as the LDAF's point of contact with the LA ORM, and provides guidance to others relative to the LA ORM audit requirements and inquiries.

6. Employees

LDAF employees recognize that the privilege of public service comes with the responsibility of providing good stewardship of state owned property. The catalyst of such stewardship is accountability, and LDAF employees are obligated to answer for the manner in which they use and safeguard the assets and resources owned or controlled by the LDAF. Accordingly, the duties of each employee shall include, but not limited to, the following:

Whenever on duty or in the workplace, except as otherwise authorized by the Commissioner or Agency Administrator, wears and displays her/his LDAF-issued identification credential card in

a manner that allows for its ease of viewing (i.e., above the waistline, photograph side forward and text horizontal).

Promptly reports to the appropriate authority (e.g., supervisor, facility manager, subject operating area Safety Manager Staff, LDAF Security Officer, law enforcement agency, fire department, etc.) any unsafe, dangerous, or unusual activity, circumstance or occurrence, general safety hazard, prohibited behavior, suspicious person or illegal activity that is noted or observed within or in proximity to the workplace.

With regard to LDAF-related financial transactions, conducts each and every such transaction in strict conformance with the accounting control guidelines and requirements set forth in the Office of Statewide Reporting and Accounting Policy promulgated by the LA Division of Administration.

Performs the duties, responsibilities and tasks set forth in or otherwise contemplated by the provisions of BCPCP, effects, permits or facilitates no deviation there from, and promptly reports to the appropriate authority (e.g., supervisor, Assistant Commissioner, etc.) any noted deviation there from. For the purpose of the provisions of the BCPCP, a deviation includes, but not limited to, the following:

1. The intentional recording of a financial transaction with insufficient documentation, inadequate information, or without authorization.
2. The intentional omission, misrepresentation or falsification of any information in a report, document or instrument related to a financial transaction or to the use, custody or control of a LDAF asset or resource.
3. The unauthorized use, misuse, abuse or waste of a LDAF asset or resource.
 4. The failure to sufficiently safeguard a LDAF asset or resource, such to likewise require the exercise of due care and caution with regard to any such asset or resource in the custody or control of the employee.
 5. The failure to promptly report to appropriate authority that her/his identification credential card issued by the LDAF is lost or missing.
 6. The failure to promptly report to appropriate authority that a key to a door lock issued by the LDAF and subject to the provisions of subsection IV(3) is lost or missing.
 7. The failure to promptly report to appropriate authority, and to take action with regard thereto, any loss of or damage to a LDAF asset or resource, all in a manner required by the provisions set forth in Section VIII of the General Safety Plan, relative to Accident Investigation and Loss Claim Reporting.
 8. The failure or refusal to adhere to or comply with any provision of the BCPCP, or any directive, rule, standard or guideline which is supplementary thereto, such as contemplated by the provisions for which that are set forth in subsections IV(6) and IV(7).

For the purposes of the provisions of the BCPCP, the phrase "LDAF asset or resource" refers to anything of value, including any conceivable thing of the slightest value, movable or immovable, corporeal or incorporeal, that, or in which the LDAF owns, controls or has an interest.

Section III. FIDELITY BONDS AND COVERAGE

The LDAF participates in the state of Louisiana's self-insurance program, the administration of which is controlled by the LA ORM. Consequently, the LA ORM provides the Employees' Faithful Performance Blanket Bond which covers any loss sustained by the LDAF "because of dishonest or fraudulent acts of employees or by failure of employees to faithfully perform duties." Mandatory coverage areas which may affect the LDAF include:

Property Manager Bond, which covers dishonest or fraudulent acts or a failure to faithfully perform duties in connection with the handling and control of LDAF owned or controlled property which results in a loss to the LDAF. There is a \$1,000.00 deductible borne by the LDAF for any such loss claim.

Notary Bond, which guarantees that an LDAF notary public will comply with applicable law, etc. There is a \$1,000.00 deductible borne by the LDAF for any such loss claim.

Public Official Bond, which is required of all elected officials and appointed public officials to fill positions of trust (e.g., members of the LDAF-related boards and commissions). There is no deductible associated with this coverage.

Crime (Inside/Outside Premises), Money and Securities, and Depositors Forgery policies principally relate to coverage for perils associated with the handling of money and securities, robbery, burglary, forgery, and the like. There is a \$1,000.00 deductible borne by the LDAF for any such loss claim.

Section IV. CRIME AND PROPERTY CONTROL PLAN

The plan set forth herein shall have principal application at the LDAF Headquarters Facility complex and, to the extent that such is reasonable and practicable to apply or adapt, said plan shall have general application at all other properties, facilities, buildings and offices under the control of, and/or utilized by the LDAF whenever a security plan is required or desired. Nothing herein shall prohibit this security plan from being supplemented for application or adaptation at said other properties, facilities, buildings and offices, however, any such supplemental provision shall have force and effect only after it is approved for implementation by the Agency Administrator, or an authorized designee (e.g., Assistant Commissioner).

1. General Provisions

To provide a safe workplace for employees and visitors, a crime and property control plan is implemented throughout the Headquarters complex. This plan, in part, incorporates the integrated use of identification credential cards for staff, limited, restricted and prohibited accesses, interior and exterior video camera surveillance system, an around-the-clock security patrol force comprised of armed, commissioned law enforcement officers, and periodic security reviews. The plan is designed to minimize the risk of potential injury to employees and visitors and to reduce the incidence of theft and vandalism to LDAF and personally owned property.

Except for those areas of a facility or building or any office therein whose access thereto by the general public is constrained for cause relating to (1) the efficient operation of the LDAF, (2) a potential risk to personal safety or (3) a compelling concern for the uncompromised safekeeping of a LDAF asset or resource, the general public is welcome to lawfully enter any LDAF facility, building or office during regular business hours to conduct their business.

Public access to the complex and the buildings and offices thereat shall be made at points clearly designated for such. All points of entry shall be and remain locked whenever unhampered access thereto by the general public is not essential (e.g., locked after regular business hours, on weekends, holidays, etc.). Emergency exits are to be used for emergency egress only.

The Security Officer shall provide for designated entrance ways to be unlocked and opened for business as required. Access to the complex or any building or LDAF office at other times shall be limited to those persons with an appropriate electronic access keycard or whenever such entry otherwise is permitted by the on-duty Security Officer, which access shall be documented by said Security Officer who shall reasonably monitor the person's presence while on-site.

2. Identification Credential Cards

Every LDAF employee shall be required to obtain an identification credential card issued by the LDAF, which card shall be worn by the employee in a manner that allows for its ease of viewing (i.e., above the waistline, photograph side forward and text horizontal), whenever on duty or within the workplace, except as may be otherwise authorized by the Commissioner or Agency Administrator. An official identification credential card issued to and worn by a representative of another governmental agency shall be deemed valid for the purpose of identification and the

applicable provisions of the BCPCP, but that the D.O.C. Guards and trusty prisoners shall not be required to possess and display such identification beyond their customary uniform and work attire.

Note: The identification credential card issued by the LDAF may also serve as a electronic key that, whenever activated for a predetermined access security level as determined by the Agency Administrator, may be used to gain entrance at one or more access points that are controlled (locked) by an electronic door locking mechanism, thus, eliminating the need for a conventional key to permit access. An employee shall not be issued more than one active electronic key at a time, and any and all electronic keys issued prior thereto shall be disabled and rendered ineffective. The Director of the LDAF's Information Technology Section shall provide for the administration of the provisions of this paragraph.

3. Controlled Access Required

Although the LDAF is a department of state government that is publicly funded and whose operations and administration are generally open to public scrutiny and review, the responsibility for good stewardship of its assets and resources necessitates the LDAF to limit, restrict or prohibit access to some areas in order to safeguard certain, essential assets and resources. Whenever the Agency Administrator authorizes or directs any such controlled access (e.g., access to IT servers, cash counting room, personnel records, investigatory documents and evidence, equipment and supply storage areas, after-hours facility/office access, etc.), the LDAF Facility Manager shall provide for and require the implementation of appropriate devices, protocols and procedures to accomplish such, which shall include site-specific key control measures supported by appropriate documentation (e.g., key inventory, lock change log, etc.). However, as such relates to the provision and documentation of electronic keys for employees, the Director of the LDAF's Information Technology Section shall provide for such.

4. Security Camera Surveillance

Video cameras are mounted at key exterior locations throughout the LDAF HQ Facility complex to provide viewing by security personnel of the parking and perimeter areas. Video taping of such areas is conducted 24 hours per day, 365 days per year. Similarly, video cameras are installed at key interior locations within the Administrative Offices Building.

5. Security Officer Patrol

The LDAF HQ Facility complex and the buildings and offices thereat are monitored around-the-clock by a uniformed patrol force comprised of armed, commissioned Security Officers duly authorized pursuant to LRS 3:734. These trained law enforcement officers have full power of arrest, search and seizure and are charged with responsibility of ensuring a safe and secure workplace, in part, by enforcing the provisions of the BCPBP.

Note: The telephone number 6666 may be used by employees whose workplace is located within the LDAF HQ Facility complex to contact the Security Desk and, thus, does not require the dialing of any prefix code. This telephone number supplements the published telephone number

for the Security Desk and is intended to facilitate its ready recall and the dialing of the Security Desk telephone number in an emergency or panic situation.

6. Protection of LDAF Property, Equipment and Supplies

It is the duty and responsibility of each employee to safeguard property, equipment and supplies that are owned or controlled by the LDAF, each and every of which, for the purpose of the provisions of the BCPCP, shall be considered a LDAF asset. Whenever an employee is duly authorized and directed to use any such asset, she/he shall do so safely, responsibly and without any misuse, abuse or waste thereof. To the extent that is necessary, reasonable and practical to further safeguard any such asset, Assistant Commissioners shall issue, or cause to be issued, directives, rules, standards and guidelines which supplement those issued, or caused to be issued, by the M&F Assistant Commissioner.

7. Protection of LDAF Incorporeal Assets

The phrase “incorporeal assets” refers to property (including services) which has value, but no tangible or material properties (e.g., local and long distance telephone service, computer network services including Internet service, computer software licenses, electrical power, etc.). As with any other asset or resource that, or in which the LDAF owns, controls or has an interest, the LDAF has a responsibility to provide for the proper use and safeguarding of its incorporeal assets.

Therefore, as such relates to the use and safeguarding of such assets, any relevant plans, procedures, practices, rules and standards established by the Director of the LDAF Information Technology Section shall be in accordance with requirements and guidelines established for such by the LA Division of Administration, and approved for implementation by the Agency Administrator. At which time, such requirements and guidelines shall be a part of the BCPCP, have full force and effect, and each employee shall be subject thereto.

Further, as such relates to the use and safeguarding of such assets, any relevant plans, procedures, practices, rules and standards established by the LDAF Facility Manager, subject to the approval of the Agency Administrator, shall be a part of the BCPCP, have full force and effect, and each employee shall be subject thereto.

8. Security Reviews

A reliable crime and property control plan provides for opportunities or occasions for review of its plans, procedures, practices, rules and standards. Accordingly, duly commissioned Forestry Officers and Livestock Brand Inspectors have traditionally provided the LDAF with an expertise in the prevention and detection of criminal activity, and the protection of life and property. Accordingly, any such law enforcement officer may be called upon to provide Facility Safety Manager Staff (or other employee whenever so directed by an Assistant Commissioner) with a review of a security-related matter, problem, issue or concern. Any said law enforcement officer is authorized to respond to such request, but only upon the prior authorization to do so by the State Forester or the Director of the Livestock Brand Commission, respectively.